

Minutes of the SCHSFLA Board of Trustees meeting on January 22, 2024

Present: Kris Ely (Administrator/Librarian), Board Members: Stephen Spero, Brian Lione, Jim O'Pecko, Joann Reimel, Eileen Baessler, Vickie Calby, Craig Benson, Kathy Matis, Dawn Augenti, William Squier, Angie Zick, Rob Vermette, Peg Miller, Lorraine Chidester, (Cathy Harter and Fred Cicilioni via Zoom).

Call to Order: Steve Spero called the meeting to order at 4:00 PM and welcomed guests to the meeting. This meeting was held at the Montrose library.

Mary Beth Manns- Outreach Services Librarian gave a report on her department.

She spoke about her area of work with Outreach, explaining that she has been an employee of the library for 30 years. There is a YouTube video showing many of the locations that Outreach services. There is also a Podcast that describes their services. She displayed a map showing the location of the deposit stations throughout the county. Each area is visited every 10-12 weeks.

Transportation costs incurred by this department are all donated, (the van itself, gas, tires, repairs, etc.) This is all made possible through the generosity of Scott Quigg and the Pump and Pantry Corporation.

Other services include Books by Mail, summer, and programs in the schools and the jail.

Election of Officers:

Motion to approve officers for a 2 year term: President- Steve Spero

Vice President: Vickie Calby

Treasurer: Rob Vermette

Secretary: Joann Reimel

Motion: 1. Kathy Matis

2. Jim O'Pecko

Those in favor: (13) Opposed: (3) Craig Benson, Lorraine Chidester, Dawn Augenti

Minutes:

Motion to approve the Dec. 2023 minutes with the latest amendments:

1. Brian Lione

2. Kathy Matis

All voted in favor to approve the minutes.

The board did not consider approving the written reports.

Finance Report: Given by outgoing treasurer **Kathy Matis.**

She discussed items discussed at the latest Finance Committee meeting. Costs for utilities, i.e. electric and heat have gone up.

Expenses for Kris Ely's Masters Degree classes had inadvertently not been listed in the 2024 budget.

Kathy noted that monies raised by the individual branches (including fund raisers and donations) are to remain in those branches.

Discussed the McKeage fund- which will be addressed later in this report.

Kris Ely updated the Board on T&S Tax Services. Quick Books has been implemented and the invoicing is now being done "in house". Administrative Assistant Rita Cooley is now able to use the Quick Books system. Sherry St. Clair of T&S Tax Services will be available to assist with the structure of reports.

Bills will be paid as follows: Rita notifies Kris Ely of the bills, Kris reviews and approves payment, and the Board Members who sign the checks will review them prior to signature. The Board members will also initial the approved stamp to show that they have reviewed the invoice.

Lorraine Chidester questioned who will do the reconciliations? Rob Vermette will reconcile quarterly.

Brian Lione: Discussion of Building improvements of Historical Society

- The bid package is all together for the windows, trim etc.
- We will be replacing the 3 air conditioning units- (mini-splits)
- Front steps need attention, meeting in February to discuss this and how to proceed
- Electrical system needs more upgrading, more outlets etc.
- The wooden book shelves (thought to be American Chestnut) currently located in the Historical Society basement are book stacks, not just storage units. These stacks (15ft x 8ft) may be able to be disassembled and taken to Forest City for use. This would cut costs and would allow these finely crafted units to be seen and used by the public. Steve Spero noted that we need a qualified finish carpenter for this aspect of the project and asked if anyone knows of such a carpenter, please let us know.

Steve Spero: Spoke about a notice that was received from the Susquehanna County Conservation District.

This notice states that SCHSFLA did not file a termination of storm water distribution plan in 2019. This involves the location of the Main Library on High School Road in Montrose. The building project needs to be signed off on. Steve has spoken to Don Hibbard at the Conservation District, and he is going to send Steve information on what additional information is required to satisfy this request.

Fred Cicilioni: Forest City Addition

Noted that it is moving along slowly. They are looking for a carpenter to move the shelves from the Historical Society to Forest City.

Kris noted that Phil Hodges has put in the floor electrical receptacles and a privacy wall for branch librarian Lauren Canfield's desk. Plexiglass will be placed in the wall between the two sections so the librarian will have a line of sight from her desk out to the Children's Section.

Steve Spero: spoke about the new procedure to update our policies. It is now a 2-step procedure.

1. Place the policy on library website (for staff and public review and comment) for 1 month prior to vote
2. Then the following month the Board can vote on policy changes.

We will be placing on the website in January 2024: "Patron Code of Conduct Policy" for review

Motion to approve placing on site:

1. Will Squier
2. Brian Lione

The motion carried.

William Squier: spoke about the election of officers procedure cited in the Board Manual.

He noted By-Laws Article 6 regarding protocol for election of officers. By-laws and Policy Committee member Brian Lione agreed that there are many sections of the By-Laws that need revision and updating. President Steve Spero advised that these updates should be made prior to the August Blueberry Festival as there is limited time between that and the annual meeting in November. The By-Laws were last updated in 2011.

The McKeage Endowment:

Should its principal and income be restricted to the maintenance of the museum building_on Monument Street?

Craig Benson introduced Attorney James W. Reid of Oliver Price & Rhodes of Clarks Summit, who is representing the McKeage Fund. This endowment was bequeathed to the SCHSFLA under the Will of Mrs. Ellie McKeage, which went to probate on 11/10/14.

Attorney Reid stated that the Will reads: the funds are to be used for retaining, maintaining, preserving, repairing, and keeping the Historical Society building on Monument Street in good and proper shape. It is of note that at the time the Will was written, the SCHSFLA was all housed in that building.

The SCHSFLA is one organization.

Bonnie Yuscavage, curator of the museum, gave some insight on the Historical Society History. She is questioning if there is money currently available to use in the repair and preservation of the Historical Society Building.

McKeage endowment has \$334,000.00 to date.

Connie Page (member of the Friends of the Library) spoke about Ellie McKeage. Mrs. Page was a close friend of Mrs. McKeage. She stated that Ellie loved the Historical Society and Library and said Ellie : “wished the Historical Society would live forever”.

After much discussion by the Board, it was agreed that members of the Board and staff need to sit down together to work out the details of how we can uphold the intent of the Will.

Steve Spero: asked for Public Comments. There were none except for Valerie Senese. She asked if the Board meetings could be moved to a later time to allow more people to attend. She felt this would be helpful to the growth of the library.

Dawn Augenti: asked for a motion to move into an Executive session (5:50 pm) where **Stephen DeRiancho** (financial advisor) was to speak. The executive meeting would be to discuss a personnel issue.

Motion to adjourn regular meeting and move to Executive session: 1. Dawn Augenti

2. Lorraine Chidester

This motion carried, and the regular meeting was adjourned by President Steve Spero at 5:50 PM.

Respectfully submitted,

Joann Reimel



Recording Secretary